

Board of Finance Special Meeting

29 West Avenue, Essex, CT 06426

September 4, 2014

MEETING MINUTES

In attendance: Keith Crehan, Chairman, Campbell Hudson, Vice Chairman, Jeff Woods, Don Mesite, Mary-Louise Polo, and Fred Vollono. Also in attendance: Kelly Sterner, Finance Director and Jim Francis, Town of Essex Treasurer

CALL TO ORDER: meeting called to order at 7:03 pm.

APPROVAL OF THE AGENDA

Motion made by Don Mesite to approve September 4, 2014 agenda. Seconded by Jeff Woods. All in favor. None opposed. Motion carried.

APPROVAL OF MINUTES

Discussion.

1) On Page 3, 4th Paragraph, “Campbell Hudson must recuse himself...” amend to “Campbell Hudson opted to recuse himself...”.

2) On Page 3, 1st Paragraph, 2nd sentence, “A motion was made by Bruce Glowac” amend to “A motion was approved by the Board of Selectman....”

Motion made by Don Mesite to approve the June 19, 2014 minutes as amended. Seconded by Mary-Louise Polo. All in Favor. None opposed. Motion carried.

FINANCIAL REPORT

Kelly Sterner, Director of Finance provided the board with the following report for the 2014/2015 fiscal year-to-date as of July 31, 2014:

REVENUES

Property tax collections began well for FY 2014/2015. Current property tax collections for July totaled \$10,273,804 or 47.9% of the fiscal year total. This compares well to July collections of the prior year of 46.0%. Total tax revenue collections were 47.8% of budget versus 45.7% the prior year. Local revenues of \$44,079 for the month were slightly behind the same period last year. But total revenues collected still came in at 45.2% of budget versus 43.3% the prior year.

EXPENDITURES

Expenditures for the month of July totaled \$2,505,788 or 10.9% of budget. This included a \$718k debt service payment and several annual requests for budgeted support from outside organizations (Fire Department, Ambulance Association, 9-Town Transit, etc.) This is our typical pattern and compares to July 2013 expenditures of \$2,428,686 or 10.7%. With nothing out of the ordinary on the horizon, we start the new fiscal year in good shape.

Motion made by Fred Vollono to accept Financial Report as presented. Seconded by Jeff Woods. All in Favor. None opposed. Motion carried.

SELECTMAN'S REPORT

A) WPCA/SWC budget transfer

(SWC has been closed/no longer exist) WPCA is requesting SWC funds of \$4,000 be transferred to WPCA for legal fees. WPCA currently has a budget of \$5,000 for legal fees. Transfer would therefore give WPCA total of \$9,000 to meet legal needs.

Board discussion. The Board raised several questions regarding the requested transfer. There is no immediate need for WPCA to have/use the funds, as WPCA currently has \$5,000. Decision to take no action until receive answers to Board of Finance questions.

B) Police Cruiser Appropriation

Ms. Sterner presented a request from the Board of Selectmen for an appropriation in an amount not to exceed \$51,000 from sinking fund for the purchase of a new police vehicle. Whelen Engineering has once again agreed to provide lights at no cost, which would reduce over all costs by about \$11,000. New vehicle therefore cost estimated at \$40,000. Board of Selectmen is requesting full amount of \$51,000 as safety measure in case Whelen is unable to provide lights. Proposed vehicle is same as the other new Town explorer vehicle. Proposed costs includes vehicle and its equipment.

Discussion regarding the Crown Victoria's vs. Explorer and required equipment on vehicle. Town has 4 police vehicles in fleet. A previous Crown Victoria decommissioned as a police vehicle was refurbished into the Animal Control car. Price on explorer appears reasonable. Requested appropriation must go to a Town Meeting

Motion made by Mary-Louise Polo to approve and recommend to Town Meeting the appropriation of an amount not to exceed \$51,000 from the Police Vehicle Sinking Fund for the purchase of a new Ford Explorer police vehicle and all necessary equipment. Seconded by Don Mesite. All in Favor. None opposed. Motion carried.

C) Sinking Fund Supplemental Appropriations

Ms. Sterner presented a request from the Board of Selectman for several supplemental appropriations to the FY 2013/2014 budget. These include \$50,000 for the fire truck sinking fund, \$25,000 for the police vehicle sinking fund, \$40,000 for the Wastewater Study Sinking Fund, \$50,000 for Municipal Property Improvements, and \$25,000 for the Open Space Sinking Fund. Request is for a total of \$190,000 in supplemental appropriations. Subsequent to these requests, the increase to the unassigned fund balance will result in a healthy total unassigned balance that is within Board of Finance policy guidelines.

Discussion. Appropriations appear reasonable and are needed for future demands.

Motion made by Jeff Woods to approve and recommend to Town Meeting the supplemental appropriations for FY 2013/2014 for the budget accounts as presented in the total sum of \$190,000. Seconded by Fred Vollono. All in Favor. None opposed. Motion carried.

Town Meeting has been scheduled for Sept 17, 2014 at 6:45pm. Kelly Sterner will confirm the time.

OLD BUSINESS - None

NEW BUSINESS

A) Annual Report Dedication. Discussion and decision to defer until next Board of Finance meeting.

COMMUNICATION AND CORRESPONDENCE - None

PUBLIC COMMENT - None

ADJOURNMENT

Motion made by Mary-Louise Polo to adjourn meeting at 7:50 pm. Seconded by Jeff Woods. All in favor. None opposed. Motion carried.

Next scheduled Board of Finance meeting is Thursday, September 18, 2014.

Respectfully submitted,

Michelle Roise
Interim Recording Secretary